



WATER RESOURCES CONTROL BOARD, STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	WATER RESOURCES CONTROL BOARD, STATE	RELEASE DATE:	Thursday, July 16, 2009
POSITION TITLE:	Deputy Director, Division of Information Technology	FINAL FILING DATE:	Thursday, August 13, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	07162009_1

POSITION DESCRIPTION

Under the general direction of the Chief Deputy Director, the Deputy Director (DD) is primarily responsible for providing policy and operational direction to the State Water Boards as well as the nine Regional Quality Control Boards for Information Technology (IT) programs. The DD is also responsible for supporting the implementation of the department's strategic plan, and is the principle advisor to the directorate regarding operational direction of the IT program. The DD establishes operational IT policies and standards and is responsible for the maintenance of all the IT systems, IT Services and day to day operations of the division. The DD ensures the department's IT policies are implemented and the department's business and IT strategies are integrated to achieve maximized business performance and increased overall efficiency of the State Water Boards IT systems. The DD has the responsibility for establishing and implementing internal policies that provide for the governance of all IT systems, services, security and operations based on the department's enterprise domain model. The DD is a member of the department's executive management team providing input and recommendations to the Chief Deputy Director and Director. The DD also functions as a member and expert technical advisor to information management steering committees at the State Water Boards and the California Environmental Protection Agency; works closely with the Department of Finance, other control agencies, and the California Legislature. The DD oversees the Division of Information Technology and directs the work of over fifty office staff.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Knowledge and understanding in all areas of State and Regional Board programs and a good understanding of management's information technology needs.

Demonstrated experience in managing large scale development projects.

Possession of the personal characteristics of integrity, initiative, dependability, tact, sound judgment and adaptability, as well as a strong customer service focus and ability to motivate staff to optimum productivity.

Possession of strong interpersonal and team building skills.

When faced with problems, ability to seek reasonable solutions that consider both cost and effectiveness.

Ability to recognize and understand the California state political environment and consequences of actions.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Division of Information Technology**, with the **WATER RESOURCES CONTROL BOARD, STATE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application and resume and Statement of Qualifications evaluation conducted by a screening committee. All interested applicants must file a Standard State application (STD 678), a resume and a two-page Statement of Qualifications. The application and resume must include periods of employment (month/day/year) and civil service titles. The minimum and desirable qualifications listed on this bulletin will be used as the standard to screen the applications. Interviews may be conducted with the most qualified candidates if it is determined necessary in order to make a selection. Each candidate will be ranked competitively and notified of their examination results. The results of the examination will be used to fill only the position of Deputy Director, Division of Information Technology, C.E.A., (Level 2). Applicants who fail to submit all the required documents listed above by the final file date will be eliminated from the examination.

Include in your "Statement of Qualifications" specific examples of your experience that demonstrates each of the factors included in the screening criteria. Please note that the examples you

provided in the "Statement of Qualifications" may be the only tool used for determining your final score and rank on the eligible list.

SCREENING CRITERIA

1. Demonstrated ability to measure IT performance.
2. Demonstrated ability to direct the recruitment, retention, training and evaluation of IT personnel, personnel management and leadership.
3. Knowledge of State procedures relating to budget, personnel, program management, productivity, quality improvement and training.
4. Extensive technical experience in IT functions, including database and large migration project management.
5. Demonstrated ability to measure the benefits of IT investments.
6. Effective skills in oral and written communication, and ability to communicate with all levels within and outside the department.
7. Demonstrated experience with developing eGovernment solutions.
8. Demonstrated success in implement new technologies and managing change.
9. Demonstrated ability to work effectively in a team environment.
10. Demonstrated ability to work with organizations to define, design and implement IT solutions that meet business needs.

FILING INSTRUCTIONS

Interested applicants must submit an original standard state application (Form STD 678), a resume and a two-page Statement of Qualifications to the State Water Resources Control Board, 1001 I Street, 18th Floor, Sacramento, CA 95814, Attention: Personnel/Yolanda Anderson PRIOR TO THE CLOSE OF BUSINESS on August 13, 2009, the final file date. General questions concerning this examination should be directed to Yolanda Anderson at (916) 341-5111 or e-mail yanderson@waterboards.ca.gov.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

WATER RESOURCES CONTROL BOARD, STATE, Human Resources Branch
1001 I Street, 18th Floor, Sacramento, CA 95814
Yolanda Anderson | (916) 341-5111 | yanderson@waterboards.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The WATER RESOURCES CONTROL BOARD, STATE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>